

**POSITION:** ERACCE Co-Executive Director

**ERACCE ENDS STATEMENT:** ERACCE exists to eliminate structural racism and create a network of equitable Antiracist institutions and communities.

**POSITION SUMMARY:**

ERACCE is hiring a team of two (2) Executive Directors to provide collaborative administrative, organizing, and programming leadership in order for ERACCE to make progress and fulfill its Ends.

Co-Executive Directors will work closely with one another to shape and implement an organizing and training strategy that maximizes the organization's growth, impact, partnerships, and visibility. These positions co-administer the organization's internal and external functions, including: strategy, developing internal processes/procedures, communications, antiracist institutional partnership development, and will provide leadership in growing an anti-racist movement and overall narrative on race and racism. The successful team will collectively have a background in anti-racism and equity, executive leadership, and organizing.

ERACCE is accepting applications for a team of Co-Executive Directors (one person identifying as a Person of Color, and one person identifying as white). The expectation is that each application lists two individuals. Any singular or individual applications will be considered incomplete and will not be reviewed. One cover letter and two resumes can be sent to Chris Dilley, [gm@pfckalamazoo.coop](mailto:gm@pfckalamazoo.coop), with ERACCE Co-ED Application in the subject line.

**PREFERRED COLLECTIVE EXPERIENCE:**

1. At least 5-10 years of relevant work experience, including at least 5+ years managing teams in a fast paced and high-growth nonprofit or social enterprise environment.
2. At least 3-5 years of facilitating strategy and workshops about anti-racism and a track record demonstrating ability to have difficult conversations around racism and racial equity, familiarity with the Crossroads Model is preferred.
3. At least 5 years successfully organizing and developing partnerships, with contract negotiations a plus.
4. At least 3 years of fundraising development and demonstrated success in cultivating funder/donor relationships and writing grant proposals.
5. Demonstrated success in strategic planning, fiscal management, and program development.
6. Strong anti-racist values with particular strengths and comfortability with collective decision-making.
7. Strong evaluation and data acumen and ability to develop programmatic evaluation.
8. Creative problem solver who has the ability to multi-task on projects and complete work within tight time lines.
9. Demonstrated experience with and ability to work with people of diverse backgrounds.
10. Skills in multiple languages
11. Supportive and compassionate leader who builds-in trauma-informed and self-care within all aspects of the organization.
12. Existing relationships with, or ability to build relationships with, a cross-sectoral range of stakeholders in the local and regional area.
13. Outstanding communication and interpersonal skills, with the ability to build authentic relationships with a diverse set of high profile stakeholders.

**WORK ENVIRONMENT:**

This position works in a typical office environment using standard office equipment, frequently visiting local and regional partners. This position has frequent interactions with community agencies and institutions, as well as other ERACCE staff and team members. Driving frequently for meetings and trainings is to be expected. Reliable transportation and a valid Michigan driver's license required, or proven ability to meet these expectations punctually and professionally.

***The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.***

## **RESPONSIBILITIES:**

### **Leadership:**

1. Provide strategic guidance and vision to the organization.
2. Maintain understanding of current implementation challenges and develop comprehensive solutions to address them
3. Establish, facilitate, and execute effective and open communication with staff and partners; particularly related to internal decisions and strategy.
4. Support the growth and development of staff.
5. Supervise and evaluate staff.

### **Administration**

1. Collaborate to develop policy governance, financial, and administrative operations systems.
2. Coordinate ERACCE Human Resources systems including but not limited to: developing and maintaining up-to-date personnel files, payroll processing through Quickbooks, and professional development.

### **Financial Management**

1. Oversee ERACCE financial administration and fiscal management including but not limited to: operational budget development and management, Quickbooks transactions, insurance coverage, and maintaining ERACCE's 501 c(3) status.
2. Identify potential funding sources to support goals and priorities.
3. Develop and maintain relationships with local and national funders.
4. Collaborate on planning and hosting of annual ROAR Fundraising event.

### **Organizing**

1. Provide leadership in building strategic regional relationships and partnerships with key individuals and institutions.
2. Provide direction, consulting, and technical assistance for ERACCE organizing and training programs.
3. Provide supervision, mentoring, coaching, and feedback to ERACCE Organizer/Trainer staff.

### **Training**

1. Provide one-day workshop facilitation as part of a multi-racial training team.
2. Oversee logistics and coordination of regional and institutional analysis workshops.
3. Collaborate to develop and improve upon ERACCE' training content and facilitation methods.

### **Marketing and Communications**

1. Provide leadership in community outreach and public relations.
2. Provide leadership on developing and maintain ERACCE' internal and external communications systems.
3. Generate ERACCE blog content on pertinent antiracism analysis and its relevancy to on-going manifestations on racism in the U.S.

### **Fund Development**

1. Lead and manage ERACCE overall fund development efforts to raise an annual budget.
2. Cultivate and nurture relationships with current and potential funding partners.
3. Write grants proposals and reports to funders.
4. Develop and increase an individual donor base.

**Evaluation**

1. Provide leadership on the development and implementation of evaluation methods, tools, and systems, with the goal of effectively and thoroughly documenting and measuring ERACCE efficacy.

**Antiracist Cooperative Movement Building**

1. Collaborate to co-coordinate and co-facilitate monthly regional racial identity caucuses.
2. Provide leadership in collaboration with national and regional Crossroads partners for the development of a cooperative antiracism movement rooted in anti-racist values and organizational culture.

**Perform other duties as assigned.**

**TRAINING REQUIREMENTS:**

1. Familiarization with ERACCE Personnel Policies and Mission.
2. Complete Crossroads 2.5 Day Training within the first 6 months of hire date.
3. Appropriate training and in-service which will occur during employment.

**HOURS OF WORK:** Full-time

**STARTING WAGE RANGE:** \$38,000-42,000 per person

**FLSA STATUS:** Exempt

**SUPERVISED BY:** ERACCE Board of Directors